

STATEMENT OF WORK

Requisition #285556

Title: Sign Language Interpreting Services

Revision Number: 0

Date: December 22, 2015

Prior SOW or Revision Date: N/A

1.0 Objective

This work is to provide administrative functions or program support services on site. The individual performing the work is subject to controls, processes and procedures established by Tank Operating Contractor.

2.0 Background/Introduction

This work provides administrative or program support functions only. No hands-on field work activities will be performed.

Services are needed on an intermittent basis to provide sign language interpretation, in American Sign Language format (ASL).

3.0 Scope

- The interpreter will assist in helping deaf or hard of hearing impaired individuals to understand what is being said in a variety of situations.
- An interpreter must understand the subject matter so he or she can accurately translate what is being spoken into sign language.
- Interpreter services may be needed during office meetings, training sessions, or larger company meetings.

4.0 Submittals

No submittals are expected as part of this scope.

5.0 Acceptance Criteria

N/A

6.0 Configuration Management and Standards

6.1 Configuration Management Requirements

There are no specific Configuration Management requirements applicable to this SOW.

6.2 Applicable Standards

N/A

7.0 ESH&Q Requirements

7.1 Quality Assurance Requirements

The Subcontractor shall follow standard commercial quality practices.

7.2 Applicable ES&H Requirements

Preliminary hazard assessment PHA ID: 31 is to be used for general office duties performed in TOC-controlled office facilities only. Prior to performing any activities outside of the office facility, a job hazard analysis (JHA) must be completed to cover the activities to be performed. The JHA must be approved by a TOC Safety Representative.

7.3 Price-Anderson Amendments Act Requirements

This 7.3 section and the General Provisions Article 2.11 entitled, *Price-Anderson Amendments Act (PAAA)*, are both determined to be N/A.

8.0 Verification/Hold Points

There are no verification or hold points associated with this statement of work.

9.0 Reserved

10.0 Work Location/Potential Access Requirements

Interpreter could be needed in various office or meeting locations in town or on the Hanford Site when needed for services.

11.0 Training

HGET training required.

12.0 Qualifications

Interpreters must either be pre-certified or RID/NAD certified.

13.0 Special Requirements

N/A

Use of Government Vehicles

There is no anticipated need for any Subcontractor employees to use a Government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally so modified by the parties and the employee(s) will present a valid driver's license to the BTR for review.

14.0 Reporting/Administration

There are no special reporting/administration required in support of this SOW.

15.0 Workplace Substance Abuse Program Requirements

A Workplace Substance Abuse Program is not required for this SOW.